CC#7

Circular Letter #47
September 21, 1923.

To Supervisors of Schools:-

Ladies and Gentlemen:

REGULATIONS FOR MAKING THE ANNUAL RETURN
OF PROPERTY AT THE END OF SCHOOL YEAR.

In order to systematize the making of property returns and to prevent much unnecessary work in this office, the following regulations should be observed. Returns should be presented in the following order:

C O M M O N S C H O O L S.
Listed by subjects.

Agriculture, Arithmetic, Civics, Dictionary, Geography, Grammar, History, Language, Music, Physiology, Primers, Readers, Spanish, Spelling, Reference library of the Supervisor and unexpeenable property.

H I G H S CH O O L S.
Listed by subjects.

Algebra, Botany, Chemistry, Commercial, English, English classics, French, French classics, Geography, Geometry, History, Latin, Physics, Spanish Grammar, Spanish Classics, Trigonometry, Zoology, Manual Training, Domestic Science, Commercial Dept., Chemistry, Physics, and Biology laboratories, High School Library and any other unexpendable property not listed above.

All the books covered by the same subject shoul be listed in the same order as on the invoice pads. The inventories of the different department in the High Schools should contain only those articles considered as unexpendable property and should be sent in alphabetical order. Typewriters and sewing machines should have the serial number and make of each.

Great trouble has been caused this office in the checking of the books of the High School L ibrary. The books should be listed in alphabetical order by their titles and not by authors and the list should include only the books purchased by this Department.

The Bureau of Supplies, Printing and Transportation and also our Storekeeper will send all the books and supplies direct to the Supervisors of Schools. Books and supplies sent from the Department's Storehouse are carefully checked before they are sent to you. They should be taken from the cases as soon as received and checked with the packing lists sent with the bill or lading. The cases received

broken should be opened at the Railroad Station and contents carefully checked and if there are any shortages, a note should be written on the bill of lading and reported to this office immediately No credit will be given for shortages not reported within ten days after the date of shipment.

All the bills for purchases should be signed by you and not by the Principal or teachers of the High School. In this way you will be sure that the items covered by the bills have been received and you will assume responsability for them.

Returns of money for books sold to pupils, will be made three times during the year. Books sold at the beginning of the school year should be reported to this office not later than October 15, on form #508, in duplicates. The money is urgently needed in order to make payment for textbooks and Supervisors' checks for the month of October will be held until this return has been made. The second return of books sold and the money collected therefor will be made on February 15. Those sold later will be reported and the money sent in at the close of the school year.

All the inventories should be sent to this office on form #13, in duplicate and typewritten in double space. After being checked with the records of this office, one copy will be returned for your files.

AFFIDAVITS. Affidavits for property lost belonging to the Department of Education will be accepted only in special cases such as fire, earthquake, hurricane or such other caused beyong the control of man. For books stolen from the Storehouse, we will accept them when it is evident that violence has been used to open the doors or windows. The chief of the Police of the town should be notified at once and a copy of the report rendered by him to the Police Headquarters should be included with it. All affidavits should be sent to this office 10 days after the occurance.

INVENTORIES OF MANUAL TRAINING AND DOMESTIC SCIENCE. The printed inventories furnished by the Supervisors of Manual Training and Domestic Science are for their personal use and have nothing to do with those which should be sent to the Division of Property and Accounts for checking the items of property under your care. They should be included on the general inventory, on form #13 and in alphabetical order.

Any deviation from the above regulations will be sufficient cause to return the inventory for correction and to hold your pay check until strict compliance is secured.

Very truly yours,

Signed- Juan B. Huyke,
Commissioner of Education.